

**EEO CHECKLIST FOR SELF-ASSESSMENT AND PERFORMANCE  
PLANNING  
PERFORMANCE YEAR 1 AUGUST – 31 JULY**

This checklist is designed to assess EEO-related actions throughout the year. It is intended to be an aid to supervisors in assessing and maximizing achievements in EEO.

**AFFIRMATIVE EMPLOYMENT**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
1. Did you contribute to the recruitment, advancement or development of minorities, women, and disabled employees as described in the NAWCAD AEP Plan (e.g. training, awards, promotions, etc)?	___	___	___
2. Have you hired employees through any of the following programs within the past year?	___	___	___
Student Educational Employment Program (formerly Co-op)	___	___	___
Disabled/Disabled Veterans Employment Program	___	___	___
Job Training Partnership Act Program	___	___	___
Engineering Science Development Program	___	___	___
Targeted Disabled Placement Program	___	___	___
Outstanding Scholar Program	___	___	___
Welfare to Work Program	___	___	___
3. Have you attempted to recruit/ hire any women for traditionally male occupations (i.e., Engineers, Technicians, Wage Grade, Fire/Police) within the past year?	___	___	___
4. In the past year, have you obtained assistive devices, made architectural modifications, restructured any job function, or provided other accommodations for disabled employees?	___	___	___
5. When appropriate, have you considered using details or project assignments to expand employees' abilities?	___	___	___

**EEO COMPLAINTS**

6. In the past year, have you responded to and corrected internal problems, brought to your attention, in order to avoid potential conflicts?	___	___	___
7. In the past year, have you worked with an EEO Counselor to resolve informal complaints?	___	___	___

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
8. Have you visually inspected your work site for pictures, posters, etc., that could provide a basis for complaints of sexual, racial, or ethnic discrimination (and removed any such inappropriate material found)?	___	___	___
9. If you have subordinate supervisors, did you hold them accountable for meeting EEO Program goals and objectives?	___	___	___
10. By your example or direction, have you conveyed to your employees a clear message that telling jokes of a racial, ethnic, or sexual nature is not acceptable behavior at work?	___	___	___

**EEO TRAINING:**

11. Within the past year, have you received training or attended Special Observance events in any of the following areas?	___	___	___
EEO Refresher Training for Managers and Supervisors	___	___	___
Discrimination Complaint Procedures and Resolutions	___	___	___
AEP/EEO Goals and Objectives	___	___	___
Disability Employment Awareness month	___	___	___
Dr. Martin Luther King Holiday	___	___	___
African American History Month	___	___	___
Women's History Month	___	___	___
Hispanic Heritage Month	___	___	___
Asian/Pacific American Heritage Month	___	___	___
American Indian Heritage Month	___	___	___
Prevention of Sexual Harassment	___	___	___
Alternative Dispute Resolution Techniques	___	___	___
Briefs provided by the EEO Office that are Competency Specific	___	___	___
12. Have you encouraged your employees' participation in EEO training or other special events?	___	___	___
13. Have all subordinate managers attended mandatory EEO training, including annual updates?	___	___	___
14. Have you or your employees participated as a member of any of the following groups in the past year?	___	___	___
Hispanic Employment Program	___	___	___
EEO Committee	___	___	___
Federal Women's Program Committee	___	___	___
African American Employment Program	___	___	___
Asian/Pacific Islander Employment Program	___	___	___
American Indian/Alaskan Native Employment Program	___	___	___

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
EEO Trainer	_____	_____	_____
EEO Panel Representative	_____	_____	_____
Partnership in Excellence Program (PEP volunteer)	_____	_____	_____
Mentoring Program	_____	_____	_____
15. Within your work group, have you publicized and promoted academic/ training opportunities at NAWCAD?	_____	_____	_____
16. Have you used IDPs to assist employees in reaching their potential?	_____	_____	_____

#### **HELPFUL HINTS FOR MANAGING A SUCCESSFUL EEO PROGRAM**

- Use the EEO Office as a resource. They can help you develop strategies to diversify your work force based on our Multi-year Affirmative Employment Program Plans. Further, they can provide specialized training to your organization on all EEO related matters. Please call Robin Salanon, Deputy Equal Employment Opportunity Officer at 342-6670.
- Base all decisions that impact employees' recruitment, hiring, training, development, and promotions entirely on job-related factors.
- Apply policies and procedures equitably to all employees.
- Remember: All supervisors and managers are required to have at least 8 hours of EEO related training annually.